



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Office of Human Resources
Training and Career Development*

HUMAN RESOURCE DIRECTIVE: HR – 410.5

SUBJECT: CAREER DEVELOPMENT PROGRAM

EFFECTIVE DATE: January 16, 2001

APPROVED: *(signed)*
John A. Carver, Trustee

I. PURPOSE

The purpose of this directive is to establish policies and procedures for the Court Services and Offender Supervision Agency's Career Development Program.

II. GENERAL POLICY

It is the policy of Court Services and Offender Supervision Agency to assist employees in the development of their careers within the constraints of budget and workload, by making available a variety of services, programs and resources designed to meet the individual needs of each employee.

III. COVERAGE

This directive applies to all Court Services and Offender Supervision Agency staff.

IV. PROGRAM DESCRIPTION

The Court Services and Offender Supervision Agency's Career Development Program is designed to align employee's individual career goals with the organization's goals. Our aim is to facilitate the professional growth of all employees so that they can make a greater contribution in their current and future positions.

V. OBJECTIVES

The objectives of CSOSA's Career Development Program are to:

- A. Strategically link employee's career goals with those work force competencies called for in CSOSA's strategic plan.
- B. Provide employees with opportunities to tailor a program of development to their specific needs.

- C. Develop a sufficient number of highly qualified employees who are prepared for advancement and able to compete for higher-level positions when vacancies occur.

VI. PROGRAM OVERVIEW

The Career Development Program is managed within the Training and Career Development Center and is an on-going process that supports and assists employees in exploring career opportunities at CSOSA. The Career Development Program offers a full range of career services, programs and resources for all employees. The responsibility for initiating career development through this program lies with each employee.

The Career Development Program has seven competencies and twenty-eight sub-competencies. The seven competencies are the critical knowledge and skill requirements deemed necessary for CSOSA employees: Communication, Critical Thinking, Information Management, Interpersonal, Leadership, Organizational, and Self-Management.

Each employee, along with their immediate supervisor, will identify any or all of the following career services, programs or resources to aid them in the development or enhancement of one or more of the seven competencies.

- Career Development Workshops
- Career Information Library
- Individual Development Planning
- Internal/External Training Program
- Mentoring/Coaching Program
- New Employee Orientation Program
- Tuition Reimbursement Program

VII. CAREER SERVICES, PROGRAMS AND RESOURCE DESCRIPTION

- A. **Career Development Workshops** are held on a regular basis and include a variety of training and career planning topics. The workshops will be advertised through a variety of means well in advance.
- B. **Career Information Library** is available on a walk-in basis during normal work hours. Training Specialists are available to help employees locate resources and borrow selected materials. The library has a database to track and log all available resources in the Training and Career Development Center. Employees can borrow any available resources for up to 2 weeks. Career Information Library services include: reference publications, audio-visual aids, skill, style, and personality assessments as well as other materials related to career choices.

- C. The **Individual Development Planning** process will be used in recording employee's training and development goals. This program will be available to all CSOSA employees to assist in the design and documentation of their career development plan. Employees and their immediate supervisors will develop the plan and submit it to the Training and Career Development Center. A Training Specialist will review the plan and help the employee start the implementation process. Employees and their supervisors should remember to design plans that will allow the employee to enhance current strengths as well as to develop areas where weaknesses may exist.
- D. A full range of **Internal and External Training** will be offered to all CSOSA employees through the Career Development Program. The internal training will be advertised to all CSOSA employees electronically and through brochures. The Director of Training and Career Development will review and sign each external training request for tracking purposes. Employees are required to submit a SF-182 form to attend all external training. The employee is responsible for registering for the training and for submitting it through supervisory channels for review and approval. Upon completion of the internal/external training, employees shall provide a certificate of completion for documentation purposes.
- E. **Mentoring and Coaching Programs** are designed so that employees can build new competencies, trust and understanding, as well as to build insight and motivation so that employees focus their energy on goals that matter. The Mentoring Program will assist employees in developing new skills so they are prepared to make greater contributions. The Coaching Program will concentrate on developing the knowledge and skills necessary for employees to effectively perform their jobs. All requests for mentoring or coaching will be submitted to the Director of Training and Career Development. The Training and Career Development staff will assess employees' needs and the employee will be assigned a mentor or coach who can best meet their needs.
- F. Employees will attend the **New Employee Orientation** class within three months of their entry on duty date. The program is a four-day seminar conducted quarterly or biannually depending on the number of employees needing the training. The goal of the program is to introduce employees to the mission and goals of CSOSA as well as to educate employees on the standard practices, policies and procedures of the agency.
- G. The **Tuition Reimbursement Program** is a self-initiated program that gives CSOSA employees an opportunity to pursue academic advancement. Employees must submit their request in accordance with the Tuition Reimbursement Program guidelines. It is the responsibility of the employee's supervisor to ensure that the courses taken are directly related to the employee's job. Funding is available, on a limited, case-by-case basis, and will be used to reimburse staff members who successfully complete the requirements as outlined in the tuition

reimbursement policy. (see Human Resources Directive 410.1)